

## WELFARE TO WORK PLAN RIGHTS AND RESPONSIBILITIES

This is an outline of the rights and responsibilities of participants in Welfare to Work activities under the California Work Opportunity and Responsibility to Kids (CalWORKs) Program.

Your Welfare to Work Plan tells how you and the county will work together so that you can get and keep a job. Your plan includes this form, the Activity Assignment, and the Welfare to Work Handbook. The Welfare to Work Handbook tells you about Welfare to Work activities, services, and requirements. The Activity Assignment tells you the Welfare to Work activity that you will be participating in.

The county must do certain things to help you while you are in Welfare to Work. The county must explain Welfare to Work to you and answer any questions.

PARTICIPANT NAME	
CASE NAME	
CASE NUMBER	I.D. NUMBER

The county must help you arrange and pay for child care, transportation, and work and training expenses. If necessary, the county can make advance payments to you for these supportive services.

This plan and any changes to it will apply to you and the county as long as you participate in Welfare to Work. But, the county may have to change or stop all or part of this plan if: 1) there are changes in law or regulations; 2) the county cannot get or pay for services from the provider or 3) you stop receiving cash aid under the CalWORKs program. The county will inform you of any changes in writing.

### YOUR RIGHTS

As a Welfare to Work participant, you have the following rights which will help you take part in Welfare to Work.

You have the right to:

1. Receive direction and support from the county to help you improve your ability to get a job.
2. Receive payment for child care, transportation, and work or training-related expenses if you need it to participate or attend any Welfare to Work appointment or activity. These are called supportive services. If you are already in a job training or education program, you will receive payments for your supportive services only if you cannot get the supportive services costs from somewhere else.
3. Receive details of your supportive services arrangements in writing.
4. Receive advance payment, if you need it, for approved supportive services.
5. Receive a referral to places in the community that offer personal counseling, mental health, substance abuse, or domestic violence services if you need it to help you participate.
6. Change your mind about your activity assignment after you sign it. If you change your mind, you must tell your Welfare to Work worker within 3 working days.
7. Refuse a job if the county decides you have a good reason.
8. Refuse to participate if the services you and the county agree you need are not provided.
9. Refuse to participate if the county decides you have any other good reason.
10. Explain the reason if you fail to do what Welfare to Work requires.
11. Have a second chance to cooperate and participate in Welfare to Work through the compliance process.
12. Protest any county action you do not agree with.
13. Seek legal advice at any time regarding your participation in Welfare to Work.

### YOUR RESPONSIBILITIES

As a Welfare to Work participant, you also have the following responsibilities to make sure Welfare to Work works for you. You must:

1. Accept a job if you get an offer unless you have a good reason not to.
2. If working, keep the job and not lower your earnings.
3. Sign activity assignments which tell how you and the county will work together while you participate.
4. Participate as described in your Welfare to Work plan unless you have a good reason.
5. Choose and arrange for supportive services. The county will help you.
6. Sign up for subsidized child care if you will need it. The county will tell you how.
7. Ask your Welfare to Work worker if you have any questions about Welfare to Work.
8. Tell your Welfare to Work worker of changes that may affect your participation.
9. Tell your Welfare to Work worker right away of changes in your need for supportive services. This includes changes in child care providers. If you don't tell the county in advance, the county may not be able to pay for the services that change.
10. Pay Welfare to Work back for any supportive services payments you got, but you did not need or you were not eligible for.
11. Respond to call-in notices the county sends to you.
12. Provide proof of satisfactory progress in your assigned activity if required by your county.
13. Read (or have read or explained to you) and understand the Welfare to Work Handbook.

### QUESTIONS?

The Welfare to Work Handbook gives you more information on your rights and responsibilities. If you have any questions, be sure to check the Welfare to Work Handbook or call your Welfare to Work worker at the number shown below.

### CERTIFICATION

I understand that the purpose of Welfare to Work is to help me prepare for work and find a job.

I have read (or had read or explained to me) and understand this Rights and Responsibilities form. I have received a Welfare to Work Handbook. I know that I have certain rights and responsibilities as a participant in Welfare to Work. I know that I must meet all my responsibilities as a Welfare to Work participant. If I fail to meet my responsibilities without good reason, I know that there are certain penalties and that my cash aid may be affected.

PARTICIPANT'S SIGNATURE: ▶		DATE:
WELFARE TO WORK WORKER'S SIGNATURE: ▶	PHONE:	DATE: